



COLUMBUS
REGIONAL AIRPORT AUTHORITY

SOLICITATION NUMBER: ENG-2015-002

REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR DESIGN-BUILD SERVICES FOR
AIRFIELD MAINTENANCE FLEET FUELING STATION
AT PORT COLUMBUS INTERNATIONAL AIRPORT

CRAA CIP #12040

Response Due Date and Time:
May 20, 2015
at 2:00 p.m. Local Time

FOR
CRAA PLANNING & ENGINEERING DEPARTMENT

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REQUEST FOR STATEMENTS OF QUALIFICATIONS FOR DESIGN-BUILD SERVICES FOR AIRFIELD MAINTENANCE FLEET FUELING STATION AT PORT COLUMBUS INTERNATIONAL AIRPORT FOR THE COLUMBUS REGIONAL AIRPORT AUTHORITY

The Columbus Regional Airport Authority (CRAA), Columbus, Ohio, is soliciting Statements of Qualifications until 2:00 p.m., May 20, 2015 from firms interested in and qualified to provide Design-Build Services for Airfield Maintenance Fleet Fueling Station at Port Columbus International Airport.

Items to be addressed include but are not limited to:

- 70% and 100% Design and Construction Cost Estimate
- As-needed construction cost estimating throughout design
- Complete the design using 70% Criteria Design (will be given to short-listed firms)
- Review the Schematic Design and Design Criteria provided in the RFP package
- Review the site data and geotechnical report provided in the RFP package
- Secure all required federal, state, and local permits as required, with an emphasis on the requirements of the City of Columbus
- Perform supplemental survey and geotechnical analysis as required
- Site and Storm Water design in accordance with the City of Columbus requirements, including permits and approvals
- Design site, site utilities, entrance roads, canopy and foundations system
- Incorporate and comply with applicable CRAA Design Standards and CRAA Stormwater Management for Construction Activities Guidance Manual
- Submit Design-Build (DB) Design Development (DD) and DB Construction Documents (CD's) for review and approval, as required in CRAA GIS/CAD format
- Propose and evaluate Value Engineering options as needed
- Provide and continuously update a detailed project design and construction schedule
- Collaborate and coordinate with CRAA Engineering Managers/AFM Fueling Managers throughout project
- Secure and maintain the work/project area
- Comply with CRAA Rules, Regulations, and Contractor Security Provisions
- Construct project in accordance with the City of Columbus requirements.
- Coordinate and procure all private and public utility extensions as required
- Coordinate, facilitate, and manage design and construction progress meetings
- Create and provide operations and maintenance manuals and training as required
- Provide "As Constructed" or "Record Plans" in CRAA GIS/CAD format

Publications advertisements begin: Week of April 27, 2015

Website posting: May 1, 2015

The CRAA values the importance of diversity and inclusion and has established a participation goal for the Airfield Maintenance Fleet Fueling Station project. It is the policy of the CRAA that Disadvantaged Business Enterprises, Women Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and Encouraging Diversity, Growth and Equity certified organizations shall have the maximum opportunity to participate in the provision of services as outlined in this request.

The CRAA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all respondents to the Request for Qualifications that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit statements of qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The Request for Qualifications and other pertinent items are available at our website (www.columbusairports.com/construction/rfq.asp) and should be checked frequently for any changes. Addenda will be posted to the same site, and it shall be the responsibility of respondents to the Request for Qualifications to obtain the addenda from the site without notification from the CRAA.

**SECTION 4 - AUTHORITY CONTACT INFORMATION
AND SUBMITTAL INSTRUCTIONS**

QUESTIONS RELATING TO REQUEST FOR QUALIFICATIONS

All questions regarding this solicitation must be in written form. For proper identification, the subject line of all communication must state "DESIGN-BUILD SERVICES FOR AIRFIELD MAINTENANCE FLEET FUELING STATION." Questions must be directed to:

Mr. William J. Kirwin, Manager – Office of Contracts and Procurement
Port Columbus International Airport
4600 International Gateway
Columbus, Ohio 43219
Email: wkirwin@columbusairports.com
Fax: 614-239-3183
Phone: 614-239-4086

The cut-off date and time for questions regarding this solicitation is Thursday, May 14, 2015, at 12 noon, Eastern Time. Any responses provided by the CRAA will be posted on the CRAA's website in the form of an addendum to the original RFQ.

PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at 10:00 a.m., on Tuesday, May 12, 2015, in Conference Room 1 located in the Administration Offices of Port Columbus International Airport, 4600 International Gateway, Columbus, OH 43219. The non-public facilities will be included in the Airport tour. The purpose of the pre-proposal meeting will be to discuss the requirements and objectives of this Solicitation. CRAA representatives will be available to answer questions. Attendance at the pre-proposal meeting is voluntary; however proposers shall comply with and be responsible for the specifications and information discussed at the conference regardless of whether or not they attend.

SUBMITTAL INSTRUCTIONS

One electronic (PDF only ON CD ONLY), three (3) hard copies, and one original submittal must be provided. Responses to this solicitation must be sealed and delivered to:

COLUMBUS REGIONAL AIRPORT AUTHORITY
ATTN: OFFICE OF CONTRACT & PROCUREMENT ADMINISTRATION
C/O ADMINISTRATIVE OFFICE
4600 INTERNATIONAL GATEWAY
COLUMBUS, OH 43219

The following identification must be on the outside envelope for it to be received properly:

SOLICITATION FOR "DESIGN-BUILD SERVICES FOR AIRFIELD MAINTENANCE FLEET FUELING STATION AT PORT COLUMBUS INTERNATIONAL AIRPORT"
DUE: "THURSDAY, MAY 20, 2015 BY 2:00PM, LOCAL TIME"

If the response is hand delivered, it must be submitted to the Administrative Office Receptionist so that it is time-stamped upon receipt. The CRAA is not responsible for responses that are not received by the Receptionist in the Administrative Office.

SECTION 5 - INFORMATION FOR RESPONDENTS

TERMS AND CONDITIONS FOR RESPONDENTS

This section sets forth terms and conditions for Respondents responding to this Request for Statements of Qualifications (RFQ).

SPECIAL CONDITIONS: Special conditions included in the specifications of the RFQ, if inconsistent with provisions included in "Information for Respondents ", shall take precedence over any provisions in "Information for Respondents " to the extent inconsistent.

TEAMING PROHIBITIONS: It is the CRAA's intent to contract for separate Criteria Architectural Design Services for this project. To preserve the independent nature of the Criteria Architectural Design Services team, any consulting firm serving on the Criteria Architectural Design Services team will not be permitted to be on the subsequent Design-Builder's team solicited from this solicitation.

CHANGES AND ADDENDA TO RFQ DOCUMENTS: It is the responsibility of the interested parties to check for changes or addenda to this RFQ. Each change or addenda issued in relation to this document will be on file with the CRAA contact listed herein, no less than two working days prior to the scheduled RFQ due date. It will also be available on the CRAA's website (www.columbusairports.com/construction/rfq.asp). Total RFQ inquiry, postponement, or cancellations may be issued later than that time specified above. If Respondent has submitted a response prior to addenda being issued, and the Respondent's response would change as a result of the addenda, then the Respondent should submit a new package clearly stating that the new submittal supersedes the previous submittal. If the Respondent believes the addendum does not change the original submittal, the Respondent must still provide an acknowledgement of receipt of the addenda and a statement that it does not cause the need for completing a new submittal. Please send the acknowledgement to the "submittal address" noted in Section 4 of this solicitation.

ACCEPTANCE AND REJECTION: This response submitted by the Respondents to the CRAA will be accepted or rejected within a period of 180 days from due date. The CRAA reserves the right to waive technicalities, or to cancel and re-solicit responses on the required service. A Respondent's response may be rejected in whole or in part at any time.

All material submitted in response to this RFQ becomes the property of the Columbus Regional Airport Authority. The CRAA may choose to retain or return these materials to the Respondents, at the Respondents' expense.

WITHDRAWAL OF RESPONSES: A Respondent may withdraw its responses at any time prior to the due date and time for the receipt of responses.

DIVERSITY BUSINESS PARTNER PROGRAM: A diversity and inclusion goal of 10% has been established for this project. Pursuant to the requirement of 49 CFR Part 26 and Part 21 as applicable to this solicitation.

It is the policy of the CRAA Diversity Business Partner certified firms shall have the maximum opportunity to participate in the provision of services as outlined in this request. Respondents shall develop and implement a plan for a good faith effort to obtain DBP participation by companies holding a valid certification by a government agency in the State of Ohio. A copy of the current DBP certification document from a government agency within the State of Ohio must be included in the qualifications submittal in order to receive any points in the business diversity selection criteria. For more information about the CRAA's DBP Program or what constitutes a "Good Faith Effort," contact Kim Burtis, Office of Contracts & Procurement at kburtis@columbusairports.com.

DISQUALIFICATION: Consultant candidates are not to meet or communicate with the CRAA staff during the pendency of the solicitation process, except as indicated elsewhere in the

RFQ. The solicitation process is deemed to have begun when the CRAA has publicized the advertisement of the RFQ. The process is deemed to have concluded when a contract has been fully executed with the selected firm. It is the responsibility of the Respondent to know whether its personnel engage in an inappropriate communication with the CRAA staff. Inappropriate communication may result in disqualification from current or future selection processes. When in doubt, contact the CRAA Manager of Contracts & Procurement William Kirwin at (614) 239-4086.

OFFERORS TERMS AND CONDITIONS: Terms and conditions, submitted with the response, which are contrary to CRAA policies, procedures, Information for Respondents, terms and conditions shall be disregarded for the purpose of any subsequent contract.

COSTS INCURRED FOR RESPONSE SUBMISSIONS: The CRAA is not liable for any cost associated with the preparation of the response or any other costs incurred by any Respondent prior to the execution of the contract. The rejection of any response, in whole or in part, at the CRAA's discretion, will not render the CRAA liable for incurring any cost or damage.

INDEMNIFICATION: By submitting a response to this RFQ, the Respondent agrees to indemnify and hold harmless the CRAA and its officials, employees and other agents and representatives, against any loss, claim, cause of action, damage, or liability whatsoever, whether without limitation strict or absolute liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorney's fees to the extent permitted by law, which may be incurred in connection with, or in any manner arising out of any damage or loss to property or injury or death of any person resulting from, or arising out of, without limitation the Respondent's performance in connection with this solicitation process. The indemnification obligations contained herein shall apply only to the extent caused by the negligent acts or omissions of the Respondent, anyone directly or indirectly employed by it or anyone for whose acts it may be liable, regardless of whether or not such loss, claim, cause of action, damage or liability is caused in whole or in part by a party indemnified hereunder.

POST-AWARD DEBRIEFING (In the event of contract award to another Respondent): Once a contract award is made and negotiations are successfully concluded, the CRAA may conduct meetings to debrief other Respondents upon request. Debriefs can occur sooner than successful contract conclusion, however, only if the requesting Respondent waives its rights to further consideration within the solicitation process. The award and contract information shall be posted on the CRAA's website on the business information page. The CRAA may conduct debriefing meetings up to and including six months after the award and contract information is posted to the CRAA's website. After the award and contract information is posted to the CRAA's website, Respondents who wish to inquire about any aspect of this RFQ or award should deliver a written request to:

Ms. Kim Burtis, Contract & Procurement Coordinator
 Port Columbus International Airport
 4600 International Gateway
 Columbus, Ohio 43219
 Email: kburtis@columbusairports.com
 Phone: 614-239-5010; fax: 614-239-3183

The debriefing request may be delivered to the above office by delivery, mail, e-mail or fax. Please include the title of the RFQ, the Department for which the RFQ was solicited, and the date that responses were due. Indicate the company name and contact information so that the CRAA can respond to the request. Questions requiring research should be submitted a minimum of three business days in advance of any debrief meeting.

The CRAA will review the request for a debriefing meeting. As appropriate, the CRAA will make good faith efforts to debrief the Respondent as soon as possible.

SECTION 6 - ANTICIPATED SCOPE OF SERVICES

INTRODUCTION

In accordance with the Ohio Revised Code Sections 153.65 through 153.67 and related provisions, the Columbus Regional Airport Authority (CRAA) is seeking professional Design-Build Services for Airfield Maintenance Fleet Fueling Station at Port Columbus International Airport.

PROJECT OVERVIEW

A. Project Description

This project will replace the existing fueling system/station at the Airfield Maintenance Facility. The new fueling station will be located northeast of the existing system/station. It will provide for new and additional fuel dispensers for diesel and gasoline (six (6) fuel dispensers on three (3) islands versus current three (3) fuel dispensers on one (1) island), a new security access system to dispense fuel, two (2) new twelve thousand (12,000) gallon above ground storage tanks (one (1) gasoline, one (1) diesel), installation of a canopy over the pump islands, relocation of the perimeter fence to the north and east so that the station within the fenced compound, and removal of the existing underground storage tanks, dispensers, all equipment and pavement associated with the existing system dispenser. Additionally, a trash compactor and a trash dumpster may be relocated to the south of their existing location, just north of the existing material storage building. The fueling/pump area will be tied into the existing oil water separator for the Administration/Maintenance Garage Building to control spills from entering the storm water system and adjacent streams. Storm water run-off will be designed and constructed per City of Columbus standards and requirements.

The Program of Requirements (POR) will be developed as a part of this project by the Criteria Architect/Engineer.

All aspects of the project and related issues will be implemented and operated consistent with the CRAA's policies and procedures.

B. Scope of Services

The selected Design-Builder ("DB"), as a portion of its required Scope of Services and prior to submitting its proposal, will discuss and clarify with the CRAA, the breakdown of the Agreement detailed cost components, to address the CRAA's project requirements and refine the project schedule.

As required by the Agreement, and as properly authorized, provide the following categories of services: develop and maintain estimates of probable construction cost, value engineering, project schedules, and construction schedules; lead and manage the Schematic Design, Design Development, Subcontractor Prequalification and Bidding process, Construction Documents, Construction and Closeout stages.

The preconstruction and construction services are generally described below. Subcontracts including but not limited to site civil, mechanical/electrical trades, petroleum/fueling, bituminous/concrete paving and roofing/canopy contractors will be awarded by the DB to prequalified vendors using a competitive process. The parties will engage in an "open book" pricing method in which all

subcontracted work shall be based upon competitive pricing that will be reviewed by the CRAA, the Criteria A/E, and the DB. The CRAA shall have access to all books, records, documents and other data in the DB's possession related to itself, its subcontractors and material suppliers pertaining to bidding, pricing or performance of the Agreement.

Preconstruction Services: The DB will work cooperatively with the CRAA, Criteria A/E, and project team, and will provide, among other services, schedule development, estimate development, program verification, schematic design, design development, Guaranteed Maximum Price (GMP) proposal, subcontractor prequalification and bidding, construction documents preparation, constructability review, permits, budgeting, value engineering, and preconstruction planning throughout the preconstruction stages. When the drawings and specifications are at a stage of completion specified in the Agreement, such partially completed documents (the "Basis Documents") shall be provided by the DB, together with the A/E of Record's detailed listing of any material incomplete design elements and the A/E of Record's statement of intended scope with respect to such incomplete elements (the "Design Intent Statement"). The DB shall submit to the CRAA and the Criteria A/E the DB's proposed Guaranteed Maximum Price (the "Contract Sum") and its qualifications and assumptions based upon the Basis Documents and the Design Intent Statement. The CRAA, Criteria A/E, and DB (along with selected engineers and consultants) shall meet to reconcile any questions, discrepancies or disagreements relating to the qualifications and assumptions, the Basis Documents, and the Design Intent Statement. The reconciliation shall be documented by an addendum to the qualifications and assumptions that shall be approved in writing by the CRAA and the DB. The DB shall then submit to the CRAA, for approval, the DB's proposed final Contract Sum based upon the Basis Documents, the approved qualifications and assumptions and the Design Intent Statement. Contingent upon the CRAA's approval of the final Contract Sum, the parties will enter into an amendment to the Agreement establishing the Contract Sum ("GMP Amendment"). The final negotiated Contract Sum shall not exceed the Project Budget established for construction. If the proposed Contract Sum exceeds such budget, then the Contracting Authority may terminate its agreement with the DB and seek from other firms, proposals for completion of the Project.

Construction Services: The DB shall construct the Project pursuant to the construction documents and in accordance with the schedule requirements. The DB shall hold all subcontracts and shall be fully responsible for the means and methods of construction, construction execution, progress schedule, weekly progress meetings, testing and inspection, project safety, project completion within the schedule agreed upon in the preconstruction phase, compliance with all applicable laws and regulations.

Project Management Expectations: The DB will be expected to produce a construction schedule in Primavera P6 or "approved equal" as deemed by the Authority and maintain it throughout the project, with a minimum update occurring once per month. The CRAA will also expect the DB to use Primavera Contract Management throughout the construction process for RFI's, invoices, submittals, change directives, etc.

The CRAA has standard forms and documents which will be required for DB use and will be provided as necessary. All deliverables will be clear, concise and accompanied by drawings/exhibits as necessary. All documents prepared on behalf of the CRAA will be delivered to the CRAA for review in a modifiable electronic format. It may be required that some submittals be provided in hard-copy as well as electronic. Final documentation shall be provided in both hardcopy as well as modifiable electronic format on CD.

For purposes of completing the Relevant Project Experience Matrix in Section G of the Statement of Qualifications, below is a list of relevant scope of work requirements for this RFQ:

1. DB Preconstruction Services
2. DB Construction Services
3. Fleet Fueling System Experience
4. Fleet Fueling System Maintenance and Software Programming Experience
5. Experience Working in a Secure Environment
6. Experience With Permitting Agencies with an emphasis on the City of Columbus
7. Experience With Bituminous and Concrete Paving
8. Experience With Stormwater Management with an emphasis on the City of Columbus
9. Relevant Scope as determined by the DB
10. Relevant Scope as determined by the DB

C. Budget Estimates

Preconstruction Stage Compensation Budget: \$57,170.91

Construction Budget: \$1,148,114.00

Project Budget: \$1,205,284.91

D. Anticipated Project Schedule

DB Services Start: July 6, 2015

Construction Stage Start: August 10, 2015

Construction Stage Complete: May 31, 2016

DB Services Complete: July 31, 2016

E. Diversity Goals

Preconstruction Stage: 3%

Construction Stage: 7%

SECTION 7 - SUBMITTAL CONTENTS AND EVALUATION CRITERIA

STATEMENT OF QUALIFICATIONS

The Columbus Regional Airport Authority (CRAA), a Port Authority pursuant to the provisions of Chapter 4582, Ohio Revised Code (ORC), as a body corporate and politic, will use this form to obtain information from Design-Build Firms (DB) about their professional qualifications. The CRAA selects firms for DB contracts on the basis of best value as required by Section 153.693 of the Ohio Revised Code.

The information used to evaluate firms is from this form and other sources, including performance evaluations, any additional data requested by the CRAA, and interviews with the most highly qualified firms and their references.

GENERAL INSTRUCTIONS

Part I presents the qualifications for a specific contract.

Part II presents the general qualifications of a firm or a specific branch office of a firm. Part II has two uses:

1. Submit Part II with each Statement of Qualifications. Prepare a separate Part II for each firm that will be part of the team proposed for a specific contract and submitted with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.
2. A public announcement is not required for certain contracts and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

CRAA DEFINITIONS

Architect-Engineer Services: Has the same meaning as Ohio Revised Code 153.65(C) definition for professional design services; "services within the scope of practice of an architect or landscape architect registered under Chapter 4703. of the Revised Code or a professional engineer or surveyor registered under Chapter 4733 of the Revised Code."

Design-Build Firm: Has the same meaning as Ohio Revised Code 153.65; "means a person capable of providing design-build services [i.e.,] services that form an integrated delivery system for which a person is responsible to a public authority for both the design and construction, demolition, alteration, repair, or reconstruction of a public improvement."

Branch Office: A geographically distinct place of business or subsidiary office of a firm that has a key role on the team.

Discipline: Primary technical capabilities of key personnel, as evidenced by academic degree, professional registration, certification, and/or extensive experience.

Firm: Has the same meaning as Ohio Revised Code 153.65(B) for professional design firm; "any person legally engaged in rendering professional design services."

Key Personnel: Individuals who will have major contract responsibilities and/or provide unusual or unique expertise.

SPECIFIC INSTRUCTIONS

Part I - Contract-Specific Qualifications

Section A. Contract Information. (1 Page for Section A, B, & C)

1. Title: Airfield Maintenance Fleet Fueling Station

- 2. Announcement Date: May 1, 2015
- 3. Project Number: 12040

Section B. Firm Point of Contact (1 Page for Section A, B, & C)

- 4-9. Project Representative Name and Title, President/CEO, Name of Firm (Legal Name), Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide information for a representative of the lead firm or joint venture that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters. List the firm's legal name.
- 10-12. Include the county where the Lead Firm or Joint Venture is located, its FTID (Federal Tax Identification) number and Web address.

Section C. Proposed Team. (1 Page for Section A, B, & C)

- 13-15. Firm Name, Address, and Role in This Contract. Provide the contractual relationship, name, full mailing address, and a brief description of the role of each firm that will be involved in performance of this contract. List the lead firm or joint venture partners first. If a firm has branch offices, indicate each individual branch office that will have a key role on the team. The named subcontractors and outside associates or consultants must be used, and any change must be approved by the project manager. Attach an additional sheet in the same format as Section C if needed. Enter the distance of the lead firm from the project site in Block 10. If a joint venture, enter the office of the firm point of contact in the first row. ***Identify certified Diversity Business Program (DBP) organizations by name that will participate in delivery of the proposed professional services solicited in the RFQ to achieve the advertised participation goal. Include the following information for each DBP-certified firm:***

- Name
- Address
- Description of Work
- Estimated value of services to be performed

Section D. Organizational Chart of Proposed Team. (1 Page)

Present an organizational chart of the proposed team showing the names and roles of all key personnel listed in Section E and the firm they are associated with as listed in Section C. Illustrate lines of communication between team members and identify main point of contact for team. Use the following standard titles as appropriate to identify specific roles within project team for agreement.

Design-Builder Standard Titles for Specific Roles:

- Senior Management Lead
- Project Management Lead
- Project Technical Lead (i.e. Project Engineer)
- Project Administration Lead (i.e. Project Clerk)
- Pre-Construction Management Lead
- Estimator – Discipline Name
- Scheduler (Pre-Construction Phase, Construction Phase)
- Constructability/Design Document Reviewer
- Superintendent – Discipline Name (e.g. General, MEP)
- Safety Lead

Section E. Resumes of Key Personnel Proposed for This Contract (1 Page per Resume).

Complete this section for each key person who will participate in this contract. Examples of key persons would be; project executive, superintendent, project manager, scheduler, estimator, project engineer, and A/E of Record. If a person is not to be involved in the project on at minimum a monthly basis, they should not be included. Personnel at the project manager level and above should have at minimum 5 years of experience in their current role.

Group personnel by firm, with personnel of the lead firm or joint venture partner firms first. Resumes should align to the greatest extent possible with the example projects in Section G. The following blocks must be completed for each resume:

16. Name.
17. Role in This Contact.
18. Years' Experience. Total years of experience in current position (block 18a), and total years of relevant experience in applicable industries (block 18b).
19. Firm Name and Location. Name, city and state of the firm where the person currently works, which must correspond with one of the firms (or branch office of a firm, if appropriate) listed in Section C.
20. Education. Provide information on the highest relevant academic degree(s) received. Indicate the area(s) of specialization for each degree.
21. Current Professional Registration. Provide information on current relevant professional registration(s) in the State of Ohio. Do not list registration from other states here. List registrations from other states in Block 22.
22. Other Professional Qualifications. Provide information on any other professional qualifications relating to this contract, such as education, professional registration in other states, publications, organizational memberships (e.g., AIA, CSI, NSPE, CMAA), certifications (e.g. CDT, **CCM**, CCCA, CCS, LEED AP, NCIDQ), training, awards, and foreign language capabilities.*

*Abbreviations for organizations and certifications:

ACEC: American Council of Engineering Companies

AIA: American Institute of Architects

CCCA: Certified Construction Contract Administrator (CSI)

CCM: Certified Construction Manager (Construction Management Association of America)

CDT: Construction Documents Technologist (CSI)

CMAA: Construction Management Association of America

CCS: Certified Construction Specifier (CSI)

CSI: Construction Specifications Institute

LEED AP: Leadership in Energy & Environmental Design (U.S. Green Building Council)

NCIDQ: National Council for Interior Design Qualification

NSPE: National Society of Professional Engineers

23. Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract. These projects do not necessarily have to be any of the projects presented in Section F for the project team if the person was not involved in any of those projects or the person worked on other projects that were more relevant than the team projects in Section F. Use the check box provided to indicate if the project was performed with any office of the current firm. If any of the professional services or construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description and Specific Role (block (4)). Photos are not necessary and role is more useful than description.

Section F. Example Projects Which Best Illustrate Proposed Team's Qualifications for This Contract (maximum of 8 pages)

Select projects where multiple team members worked together, if possible, that demonstrate the team's capability to perform work similar to that required for this contract. Complete one Section F for each project. Specialty consultants that have not worked with the lead firm may submit their own projects in this section. Present no more than eight (8) projects, unless otherwise specified by the CRAA. If more projects are submitted, scoring will be based on the first eight only. Complete the following blocks for each project:

24. Example Project Key Number. Start with "1" for the first project and number consecutively.
25. Title and Location. Title and location of project or contract. For an indefinite delivery contract, the location is the geographic scope of the contract.
26. Year Completed. Enter the year completed of the professional services (such as planning, engineering study, design, or surveying), and/or the year completed of construction, if applicable. If any of the professional services or the construction projects are not complete, leave Year Completed blank and indicate the status in Brief Description of Project and Relevance to This Contract (block 24).
- 27a. Project Owner.
- 27b. Point of Contact Name. Provide name of a person associated with the project owner or the organization which contracted for the professional services, who is very familiar with the project and the firm's (or firms') performance.
- 27c. Point of Contact Telephone Number.
- 27d. Point of Contact E-mail Address.
28. Brief Description of Project and Relevance to This Contract. Indicate scope, size, cost, principal elements and special features of the project. ***Discuss the relevance of the example project to this contract.*** Enter any other information requested by the CRAA for each example project. One or two photos or diagrams may be included.
29. Firms from Section C Involved with This Project. Indicate which firms (or branch offices, if appropriate) on the project team were involved in the example project, and their roles. List in the same order as Section C.

Section G. Additional Page: Relevant Project Experience Matrix (1 Page)

Indicate the relevant projects that delineate the ***relevant scope of work requirements*** for the advertised project. Use the criteria present in matrix G. If using CM defined relevant scope, describe the scope in the space allowed.

Section H. Key Personnel Participation in Example Projects (1 Page)

This matrix is intended to graphically depict which key personnel identified in Section E worked on the example projects listed in Section F. Complete the following blocks (see example below).

30. Names of Key Personnel. List the names of the key personnel as they appear in section E.
31. Role in this contract. List the proposed roles of the individuals above in this contract in the same order
32. Example Projects Listed in Section F. In the column under each project key number (see block 29) and for each key person, place an "X" under the project key number for participation in the same or similar role.
33. Example Projects Key. List the key numbers and titles of the example projects in the same order as they appear in Section F.

Section I. Additional Information. (As Needed)

- 34a. Summary (2 Pages Maximum): Provide a summary describing why your firm/team is the most-qualified for the Project. Specifically address this project. Project characteristics are detailed herein the RFQ.
- 34b. Financial Responsibility (Pages as Needed): Provide a summary of the firm's/team's financial responsibility to perform the requested services including: a) evidence from the firm's/team's surety or sureties of sufficient capacity to provide a payment and performance bond with the penal sum equal to 100% of the project's estimated construction cost, b) a copy of the current certificate(s) of insurance for each firm of the team showing the full limits of insurance carried for commercial general liability, employer's liability, business automobile liability, excess/umbrella liability, and professional liability, and c) a copy of the Ohio Worker's Compensation certificate of insurance and a copy of the Experience Modifier Rating (from the OBWC's website) that visibly shows the URL and the full table of data for each firm of the team.
- 34c. Management Systems (2 Pages Maximum): Describe the firm's experience with Primavera scheduling software, or approved equal and Contract Management.
- Describe how your firm manages internal and external costs on a project. Describe the interval at which you would intend to forecast project costs and how you report these to the project team.
 - Describe the process by which you setup and update progress on a project schedule.
 - List 2-3 projects in which your baseline project schedule was not accurate, describe the cause and how you overcame the error.
- 34d. Self-Performed Work (1 Page): Indicate whether the firm intends to self-perform any construction work on the project through a competitive process and, if so, the nature of that Work and the firm's capability to perform it.
- Describe the advantages and disadvantages of the DB team self-performing scopes of work.
- 34e. Estimating (2 Pages Maximum): Describe the firm's in-house estimating capability and its use of in-house estimating on projects comparable to the Project.
- Describe how your firm would setup the initial project estimate. Describe which data your firm believes would provide the most accurate construction estimate.
 - List 2-3 projects in which your 50-70% construction estimate was not accurate, describe what the errors were, when they were realized, and how they were overcome. Describe how this information was presented to the owner.
- 34f. Safety (Pages as Needed): Provide the firm's current OSHA 300 log and EMR rating. Provide a brief explanation of any safety incident and the findings. If applicable, explain the corrective action used to prevent another occurrence of the same nature. Describe your firm's (local office) most serious safety incident and how you learned from it.
- 34h. DBP Plan (Pages as Needed): Firms shall make a good faith effort to engage DBP firms in meaningful roles as an integral part of the team proposed to provide the requested services and later during the solicitation and selection of subcontractors for construction work. Firms are expected to develop and implement a plan for a good faith effort to obtain DBP participation by firms holding a valid certification. If the plan does not demonstrate a commitment to partnering with the CRAA through good faith efforts to include DBPs on the project, the CRAA in its sole discretion may negatively reflect this in its evaluation of the firms/team's qualifications. The participation goal for the project is 10%.
- 34i. Complete and submit the DBP Commitment form to indicate the lead firm's intent to contract with and use DBP-certified Business Enterprises as a part of the proposed team (10%).

Section J. Authorized Representative

35. Signature of Authorized Representative. An authorized representative of a joint venture or the lead firm must sign and date the completed form. Signing attests that the information provided is current and factual, and that all firms on the proposed team agree to work on the project. Joint ventures selected for negotiations must make available a statement of participation by a principal of each member of the joint venture.
36. Date. Self-explanatory
37. Name and Title. Self-explanatory.

STATEMENT OF QUALIFICATIONS

PART I – CONTRACT SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. PROJECT TITLE AND LOCATION (City and State)

2. ANNOUNCEMENT DATE

3. PROJECT NUMBER

B. FIRM POINT OF CONTACT

4. PROJECT REPRESENTATIVE NAME AND TITLE

5. PRESIDENT / CEO

6. NAME OF FIRM (LEGAL NAME)

7. TELEPHONE NUMBER

8. FAX NUMBER

9. E-MAIL ADDRESS

10. COUNTY

11. FTID NUMBER

12. WEB ADDRESS

C. PROPOSED TEAM

(Complete this section for the lead firm or joint venture partners, and all key consultants)

<i>(Check)</i>				13. FIRM NAME	14. ADDRESS	15. ROLE IN THIS CONTRACT
Lead Firm	JV Partner	Consultant				
a.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office ___ Miles from project site	
b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office	
c.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office	
d.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office	
e.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Check if DBP certified	<input type="checkbox"/> Check if branch office	

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

INSERT ORGANIZATIONAL CHART BELOW OR ATTACH

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

16. NAME	17. ROLE IN THIS CONTRACT	18. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM

19. FIRM NAME AND LOCATION (City and State)

20. EDUCATION (DEGREE AND SPECIALIZATION)	21. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
---	--

22. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

23. RELEVANT PROJECTS (Up to a maximum of 5 samples)

a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed

d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED		(3) EXAMPLE PROJECT KEY NUMBER (If included in Section F)
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	

(4) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE with current firm Check if project performed with current firm

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT		24. EXAMPLE PROJECT KEY NUMBER (1 – 8)	
<i>(Present as many projects as requested by the CRAA, or a maximum of 8 projects, if not specified. Complete one Section F for each project.)</i>			
25. TITLE AND LOCATION <i>(City and State)</i>		26. YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
27. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT PHONE NUMBER	d. POINT OF CONTACT E-MAIL ADDRESS
28. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>			

29. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

G. RELEVANT PROJECT EXPERIENCE MATRIX

		Major Scope of Work requirements as identified in the project advertisement.									
		Scope: DB Preconstruction Services	Scope: DB Construction Services	Scope: Fleet Fueling System Experience	Scope: Fleet Fueling System Maintenance and Software Programming Experience	Scope: Experience Working in a Secured Environment with an emphasis on the City of Columbus	Scope: Experience Working With Permitting Agencies	Scope: Experience With Bituminous and Concrete Paving	Scope: Experience With Storm Water Management with an emphasis on the City of Columbus	Scope: Relevant Scope as determined by the DB	Scope: Relevant Scope as determined by the DB
Example Project Name (Place "X" under Project Scope)											
1											
2											
3											
4											
5											
6											
7											
8											

I. ADDITIONAL INFORMATION

34a. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED

I. ADDITIONAL INFORMATION

34b. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. ADDITIONAL INFORMATION

34c. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE CRAA. ATTACH ADDITIONAL SHEETS AS NEEDED.

DIVERSITY BUSINESS PROGRAM (DBP) COMMITMENT FORM

Professional Services Firm: Mark only one option.

Use "☐" or "X" to mark option included in contract award amount.
If marking Option B, also show percentage of proposed participation.

Option A

The Lead Firm or Joint Venture ("Respondent") commits to *meet or exceed* the advertised DBP Participation Goal of the award amount, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBP-certified Business Enterprise(s).

The Respondent agrees that if selected for consideration of the Contract, it shall provide to the CRAA, at the location required within 5 business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Perform As a DBP* form for each DBP-certified Business Enterprise proposed for use by the Respondent if awarded the Contract for this Project.

Option B (also indicate percentage -- see text)

The Respondent *does not meet* the advertised DBP Participation Goal percentage, but, if awarded the Contract for this Project, *commits to provide* _____ **percent of the Contract award amount**, calculated as a percentage of the Basic Fee plus all accepted Additional Service Fees and Reimbursable Expenses, by using DBP-certified Business Enterprise(s).

The Respondent acknowledges it understands the requirement for it to provide and agrees to provide to the CRAA, if selected for consideration of the Contract, within 5 business days after notice from the CRAA, a letter requesting a waiver of the DBP participation goal percentage on the Respondent's letterhead with a detailed *Demonstration of Good Faith* form describing its efforts undertaken prior to submitting its Statement of Qualifications to meet the advertised DBP Participation Goal percentage for the Contract for this Project, and full documentation to substantiate its efforts.

The Respondent commits to provide to the CRAA at the location required within 10 business days after receiving notice from the CRAA, its Technical Proposal, including a *Certified Statement of Intent To Contract and To Perform* form for each DBP-certified Business Enterprise proposed for use by the Respondent if awarded the Contract for this Project.

Option C

The Respondent declares that it is a DBP-certified Business Enterprise and that if awarded the Contract, the DBP Participation percentage will be 100% of the award amount.

J. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

35. SIGNATURE

36. DATE

37. NAME AND TITLE

Part II - General Qualifications

See the "**General Instructions**" on page 1 for firms with branch offices. Prepare Part II for the specific branch office seeking work if the firm has branch offices. Submit Part II with each Statement of Qualifications. A public announcement is not required for certain contracts, and the CRAA may use Part II as a basis for selecting at least three of the most highly qualified firms for discussions prior to requesting submission of Part I. If a firm has branch offices, submit a separate Part II for each branch office seeking work.

For a specific contract, prepare a separate Part II **for each firm** that will be part of the proposed project team and submit with Part I. If a firm has branch offices, submit a separate Part II for each branch office that has a key role on the team.

1. Project Number. If Part II is submitted for a specific contract, insert the CRAA's project number, if applicable, exactly as shown in the request for qualifications.
- 2a-2f. Firm (or Branch Office) Name and Address. Self-explanatory. List the firm's legal name.
3. Year Established. Enter the year the firm (or branch office, if appropriate) was established under the current name.
4. FTID Number. Insert the Federal Tax Identification number issued by the Internal Revenue Service.
5. Ownership.
 - a. Type. Enter the ownership or legal structure (sole proprietor, partnership, corporation, joint venture, etc.).
 - b. DBP-certified Business Enterprise Status. Refer to the Ohio Unified Certification Program (OH UCP) website at www.ohioucp.org to verify the status of certified DBP firms in the state of Ohio.. DBP status must be either "CERTIFIED" or "NON-CERTIFIED."
- 6a-6d. Point of Contact. Project Representative Name and Title, President/CEO, Telephone Number, Fax (Facsimile) Number and E-mail (Electronic Mail) Address. Provide this information for a representative of the firm that the CRAA can contact for additional information. The representative must be empowered to speak on contractual and policy matters.
7. Name of Firm. Enter the name of the firm if Part II is prepared for a branch office.
8. Former Firm Names. Indicate any other previous names for the firm (or branch office) during the last six years. This information is used to review past performance on CRAA contracts.
9. Employees by Discipline. Use the relevant disciplines and associated function codes shown at the end of these instructions and list in the same numerical order. After the listed disciplines, write in any additional disciplines and leave the function code blank. List no more than 20 disciplines. Group remaining employees under "Other Employees" in column b. Each person can be counted only once according to his/her primary function. Enter the number of licensed design professionals (e.g., architects, landscape architects, professional engineers and professional surveyors) for each discipline in column c(1). Enter all other employees for each discipline in column c(2).
10. Profile of Firm's Experience and Annual Average Revenue for Last 5 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the experience categories which most accurately reflect the firm's technical capabilities and project experience. Use the relevant experience categories and associated profile codes shown at the end of these instructions, and list in the same numerical order. After the listed experience categories, write in any unlisted relevant project experience categories and leave the profile codes blank. For each type of experience, enter the appropriate revenue index number to reflect the professional services revenues received annually (averaged over the last 5 years) by the firm or branch office for performing that type of work. A particular project may be identified with one experience category or it may be broken into components, as best reflects the capabilities and types of work performed by the firm. However, do not double count the revenues received on a particular project.
11. Total Professional Services Revenues of Firm for Last 2 Years. Complete this block for the firm or branch office for which this Part II is prepared. Enter the appropriate revenue index numbers to reflect the **total** professional services revenues received annually (over the last 2 years) by the firm or branch office. Do not enter "0." Indicate value of work performed for CRAA.
12. Authorized Representative. An authorized representative of the firm or branch office must sign and date the completed form. Signing attests that the information provided is current and factual. Provide the name and title of the authorized representative who signed the form.

List of Disciplines (Function Codes)

Code	Description	Code	Description
01	Acoustical Engineer	32	Hydraulic Engineer
02	Administrative	33	Hydrographic Surveyor
03	Aerial Photographer	34	Hydrologist
04	Aeronautical Engineer	35	Industrial Engineer
05	Archeologist	36	Industrial Hygienist
06	Architect	37	Interior Designer
07	Biologist	38	Land Surveyor
08	CADD Technician	39	Landscape Architect
09	Cartographer	40	Materials Engineer
10	Chemical Engineer	41	Materials Handling Engineer
11	Chemist	42	Mechanical Engineer
12	Civil Engineer	43	Mining Engineer
13	Communications Engineer	44	Oceanographer
14	Computer Programmer	45	Photo Interpreter
15	Construction Inspector	46	Photogrammetrist
16	Construction Manager	47	Planner: Urban/Regional
17	Corrosion Engineer	48	Project Manager
18	Cost Engineer/Estimator	49	Remote Sensing Specialist
19	Ecologist	50	Risk Assessor
20	Economist	51	Safety/Occupational Health Engineer
21	Electrical Engineer	52	Sanitary Engineer
22	Electronics Engineer	53	Scheduler
23	Environmental Engineer	54	Security Specialist
24	Environmental Scientist	55	Soils Engineer
25	Fire Protection Engineer	56	Specifications Writer
26	Forensic Engineer	57	Structural Engineer
27	Foundation/Geotechnical Engineer	58	Technician/Analyst
28	Geodetic Surveyor	59	Toxicologist
29	Geographic Information System Specialist	60	Transportation Engineer
30	Geologist	61	Value Engineer
31	Health Facility Planner	62	Water Resources Engineer

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
A01	Acoustics, Noise Abatement	D01	Dams (<i>Concrete; Arch</i>)
A02	Aerial Photography; Airborne Data and Imagery Collection and Analysis	D02	Dams (<i>Earth; Rock</i>); Dikes; Levees
A03	Agricultural Development; Grain Storage; Farm Mechanization	D03	Desalinization (<i>Process and Facilities</i>)
A04	Air Pollution Control	D04	Design-Build - Preparation of Requests for Proposals
A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	D05	Digital Elevation and Terrain Model Develop- ment
A06	Airports; Terminals and Hangars; Freight Handling	D06	Digital Orthophotography
A07	Arctic Facilities	D07	Dining Halls; Clubs; Restaurants
A08	Animal Facilities	D08	Dredging Studies and Design
A09	Anti-Terrorism/Force Protection	E01	Ecological and Archeological Investigations
A10	Asbestos Abatement	E02	Educational Facilities; Classrooms
A11	Auditoriums and Theaters	E03	Electrical Studies and Design
A12	Automation; Controls; Instrumentation	E04	Electronics
B01	Barracks; Dormitories	E05	Elevators; Escalators; People-Movers
B02	Bridges	E06	Embassies and Chanceries
C01	Cartography	E07	Energy Conservation; New Energy Sources
C02	Cemeteries (<i>Planning and Relocation</i>)	E08	Engineering Economics
C03	Charting; Nautical and Aeronautical	E09	Environmental Impact Studies, Assessments or Statements
C04	Chemical Processing and Storage	E10	Environmental and natural Resource Mapping
C05	Child Care/Development Facilities	E11	Environmental Planning
C06	Churches; Chapels	E12	Environmental Remediation
C07	Coastal Engineering	E13	Environmental Testing and Analysis
C08	Codes; Standards; Ordinances	F01	Fallout Shelters; Blast-Resistant Design
C09	Cold Storage; Refrigeration and Fast Freeze	F02	Field Houses; Gyms; Stadiums
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	F03	Fire Protection
C11	Community Facilities	F04	Fisheries; Fish Ladders
C12	Communications Systems; TV; Microwave	F05	Forensic Engineering
C13	Computer Facilities; Computer Service	F06	Forestry and Forest Products
C14	Conservation and Resource Management	G01	Garages; Vehicles Maintenance Facilities; Parking Decks
C15	Construction Management	G02	Gas Systems (<i>Propane; Natural, Etc.</i>)
C16	Construction Surveying	G03	Geodetic Surveying: Ground and Airborne
C17	Corrosion Control; Cathodic Protection Electrolysis	G04	Geographic Information System Services: Development, Analysis, and Data Collection
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting		
C19	Cryogenic Facilities		

List of Experience Categories (Profile Codes)

Code	Description	Code	Description
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	M08	Modular systems Design; Pre-Fabricated Structures or Components
G06	Graphic Design	N01	Naval Architecture; Off-Shore Platforms
H01	Harbors; Jetties; Piers, Ship Terminal Facilities	N02	Navigation Structures; Locks
H02	Hazardous Materials Handling and Storage	N03	Nuclear Facilities; Nuclear Shielding
H03	Hazardous, Toxic, Radioactive Waste Remediation	O01	Office Buildings; Industrial Parks
H04	Heating; Ventilating; Air Conditioning	O02	Oceanographic Engineering
H05	Health Systems Planning	O03	Ordnance; Munitions; Special Weapons
H06	High-rise; Air-Rights-Type Buildings	P01	Petroleum Exploration; Refining
H07	Highways; Streets; Airfield Paving; Parking Lots	P02	Petroleum and Fuel (<i>Storage and Distribution</i>)
H08	Historical Preservation	P03	Photogrammetry
H09	Hospital and Medical Facilities	P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)
H10	Hotels; Motels	P05	Planning (<i>Community, Regional, Areawide and State</i>)
H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)	P06	Planning (<i>Site, Installation and Project</i>)
H12	Hydraulics and Pneumatics	P07	Plumbing and Piping Design
H13	Hydrographic Surveying	P08	Prisons and Correctional Facilities
I01	Industrial Buildings; Manufacturing Plants	P09	Product, Machine Equipment Design
I02	Industrial Processes; Quality Control	P10	Pneumatic Structures, Air-Support Buildings
I03	Industrial Waste Treatment	P11	Postal Facilities
I04	Intelligent Transportation Systems	P12	Power Generation, Transmission, Distribution
I05	Interior Design; Space Planning	P13	Public Safety Facilities
I06	Irrigation; Drainage	R01	Radar; Sonar; Radio and Radar Telescopes
J01	Judicial and Courtroom Facilities	R02	Radio Frequency Systems and Shieldings
L01	Laboratories; Medical Research Facilities	R03	Railroad; Rapid Transit
L02	Land Surveying	R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)
L03	Landscape Architecture	R05	Refrigeration Plants/Systems
L04	Libraries; Museums; Galleries	R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)
L05	Lighting (<i>Interior; Display; Theater, Etc.</i>)	R07	Remote Sensing
L06	Lighting (<i>Exteriors; Streets; Memorials; Athletic Fields, Etc.</i>)	R08	Research Facilities
M01	Mapping Location/Addressing Systems	R09	Resources Recovery; Recycling
M02	Materials Handling Systems; Conveyors; Sorters	R10	Risk Analysis
M03	Metallurgy	R11	Rivers; Canals; Waterways; Flood Control
M04	Microclimatology; Tropical Engineering	R12	Roofing
M05	Military Design Standards	S01	Safety Engineering; Accident Studies; OSHA Studies
M06	Mining and Mineralogy	S02	Security Systems; Intruder and Smoke Detection
M07	Missile Facilities (<i>Silos; Fuels; Transport</i>)	S03	Seismic Designs and Studies

List of Experience Categories (Profile Codes)

Code	Description
S04	Sewage Collection, Treatment and Disposal
S05	Soils and Geologic Studies; Foundations
S06	Solar Energy Utilization
S07	Solid Wastes; Incineration; Landfill
S08	Special Environments; Clean Rooms, Etc.
S09	Structural Design; Special Structures
S10	Surveying; Platting; Mapping; Flood Plain Studies
S11	Sustainable Design
S12	Swimming Pools
S13	Storm Water Handling and Facilities
T01	Telephone Systems (<i>Rural; Mobile; Intercom, Etc.</i>)
T02	Testing and Inspection Services
T03	Traffic and Transportation Engineering
T04	Topographic Surveying and Mapping
T05	Towers (<i>Self-Supporting and Guyed Systems</i>)
T06	Tunnels and Subways
U01	Unexploded Ordnance Remediation
U02	Urban renewals; Community Development
U03	Utilities (<i>Gas and Steam</i>)
V01	Value Analysis; Life-Cycle Costing
W01	Warehouse and Depots
W02	Water Resources; Hydrology; Ground Water
W03	Water Supply; Treatment and Distribution
W04	Wind Tunnels; Research/Testing Facilities Design
Z01	Zoning; Land Use Studies

SECTION 8 - SELECTION PROCESS

This section provides the Respondent an understanding of the typical CRAA selection process and anticipated schedule to complete this solicitation. The CRAA, at its discretion, can modify the process as necessary to better fit the solicitation needs.

SELECTION PROCESS

Selection Criteria: The DB will be selected using (i) a qualifications-based selection process during the Request for Qualifications (RFQ) stage to develop a short list and (ii) a best-value selection process during the Request for Proposal (RFP) stage for the final DB selection. The qualifications-based selection criteria for the RFQ are included in this announcement.

Short List: Each firm responding to this RFQ will be evaluated and selected based on its qualifications and the qualifications and experience of the particular individuals identified as the candidate's proposed team for the Project. After evaluating the responses to this RFQ, the CRAA will select a short list of no fewer than three candidates that it considers to be the most qualified, except if the CRAA determines that fewer than three firms are qualified, it will only select the qualified firms.

Request for Proposal: The CRAA will send an RFP to the short-listed firms to submit pricing proposals containing their proposed preconstruction stage reimbursable expenses, preconstruction fee, preconstruction stage design fee, preconstruction stage personnel costs, construction stage personnel costs, construction stage itemized general conditions cost, construction stage contingency percentage, construction stage design fee percentage, and design-build fee percentage. The short-listed candidates will also receive (i) a form of the Contract with the CRAA containing the contract terms and conditions, (ii) a set of the most recent criteria documents and (iii) a proposed Project schedule.

Pre-Proposal Meeting: Prior to submitting a response to the RFP, the short-listed firms will be invited to meet individually with the CRAA. The purpose of the pre-proposal meeting is to permit the short-listed firms an opportunity to ask the CRAA questions in an individual setting to help the firms prepare their responses to the RFP. The CRAA will notify each short-listed firm to schedule individual times for the pre-proposal meetings.

Interview: After submitting responses to the RFP, the short-listed firms will be interviewed by the CRAA. The purpose of the interview will be to meet the proposed Project team, become familiar with key personnel, and understand the project approach and ability to meet the stated objectives for the Project. Please be prepared to discuss with specificity the firm's capacity to conduct this work in compliance with the timetable, budget and diversity expectations. The CRAA will notify each short-listed firm to schedule individual times for the interviews.

During the interview, the team will be given the opportunity to introduce its team members (5 maximum), highlight their qualifications and discuss their project approach to a selection committee. Following each presentation, the committee may conduct a Q&A session, as necessary, with the team representatives. Total points available in a presentation/interview will be one-hundred (100). Guidelines, evaluations criteria, and total points available will be provided in advance of the interview

Highest-Ranked Consultant: A recommendation from the selection committee will be based upon the results of the qualifications, presentations and interview scoring (for a total of 200 points). Upon concurrence from CRAA management, the CRAA will issue a Notification of Intent to Negotiate with the highest-ranked consultant team.

Scope and Fee Negotiations: Negotiations for the Scope of Work (SOW) and Fee will be in conformance with applicable federal, state and local laws, regulations and procedures. Either the highest-ranked Design-Build Firm or CRAA may request a meeting to discuss the SOW and Fees negotiation; however, the time and effort for negotiations shall not be subject to reimbursable fees. If either fee or scope negotiations fail with the highest-ranked consultant, negotiations will commence with the second-ranked consultant (and so on) until a successful negotiation is achieved. Upon completion of contract negotiations with the recommended Design-Build Firm, a final recommendation will be forwarded to the Facilities Committee of the CRAA Board of Directors and then to the Board as a whole for approval of an authorizing resolution.

Final Award: Upon CRAA Board approval of the selected Design-Build Firm, the Design-Build Firm shall execute the appropriate Agreement and return three (3) original signed Agreements for CRAA signature. One copy will be returned to the selected consultant upon full execution. It is currently anticipated that one Respondent will be awarded the contract; however, in the event the Authority considers it in its best interest to award more than one contract, the CRAA may award contract(s) in any manner it determines to be in its best interest. If after a contract is awarded and additional resources are deemed necessary from this solicitation, the CRAA reserves the right to award additional contract(s) as in its best interest.

ANTICIPATED SCHEDULE FOR SELECTION PROCESS

The following schedule is anticipated for selection of the consultant team; however, it is subject to change:

RFQ public notice advertisements will appear in the following publication during the week of April 27, 2015:

Columbus Dispatch

This RFQ will appear on the Columbus Regional Airport Authority's website effective: May 1, 2015

Pre-Proposal Meeting	May 12, 2015 at 10:00 A.M.	
Cut-off Date and Time for Questions	May 14, 2015 @ Noon	
Statements of Qualifications Due	May 20, 2015 @ 2:00P.M.	
Short List Identification	May 29, 2015	*
RFP Issued	June 5, 2015	*
Pre-Proposal Interview	Week of June 15, 2015	*
RFP Due	June 22, 2015	*
Oral Presentations/Interviews	Week of June 29, 2015	*
Notification of Intent to Negotiate (Scope and Fee)	July 6, 2015	*
Recommendation to CRAA Board	July 28, 2015	*

* Dates are estimated and subject to change without notice

SECTION 9 – ADDENDUM INFORMATION

THIS SECTION RESERVED FOR ADDENDA, IF NECESSARY

SECTION 10 - ATTACHMENTS

This section provides a listing of documents for the Respondent that may be required throughout the solicitation process. Each form is found attached to this solicitation.

FORMS REQUIRED WITH OFFEROR SUBMITTAL

The following documents are required to be a part of the Respondent's submittal:

- Non-Collusion Affidavit (for respondents)
- Respondent's Personnel by Discipline
- Response Cover Letter Form
- Letter of Intent to Perform as a S/M/W/DBP Consultant/Supplier

FORMS REQUIRED OF SELECTED OFFEROR

If selected to perform requested services, the offer must execute the following documents:

- Delinquent Personal Property Tax Affidavit
- Contract Signature Affidavit (if applicable)
- Agreement for Design-Build Services
- Vendor Setup Form (if needed)
- Vendor/Electronic Funds Transfer (EFT) Enrollment Form (if needed)
- IRS W-9 Form

NON-COLLUSION AFFIDAVIT (for respondents)

State of _____

County of _____

Request for Qualifications Title:

Contractor/Consultant _____ being first

duly sworn, deposes and says that (s)he is _____ (sole owner, a,

partner, president secretary, etc.) of _____,
the party making the foregoing bid; that such bid is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that said bidder has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the Bid Price of said bidder or any other bidder, or to fix any overhead, profit or cost element of such Bid Price, or of that of any other bidder, or to secure any advantage against the Columbus Regional Airport Authority or anyone interested in the proposed Contract; that all statements contained in such bid are true; and, further, that said bidder has not, directly or indirectly, submitted his/her Bid Price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid and will not pay any fee in connection therewith, to any corporation, partnership, company, association, organization, bid depository or to any member or agent thereof, or to any other individual except to such person or persons as have a partnership or other financial interest with said bidder in his/her general business.

Signed:

Subscribed and sworn to before me this

____ day of _____, 20__

Seal

Notary Public

COLUMBUS REGIONAL AIRPORT AUTHORITY

OFFEROR'S PERSONNEL BY DISCIPLINE

Please complete the following information for each member of the proposed team (both prime and sub consultants). Please include only domestic employees.

- Column A is representative of the number of personnel in the firm
- Column B is representative of the number of personnel in firm assigned to this project

Firm Name: _____

	A	B
Administrators		
Architects		
Civil Engineers		
Construct Inspectors		
Draftsmen/CAD/GIS		
Ecologists		
Electrical Engineers		
Estimators		
Geologists		
Hydrologists		
Landscape Architects		
Mechanical Engineers		
Planners Urban/Regional		
Sanitary Engineers		
Soils Engineers		
Specification Writers		
Structural Engineers		
Surveyors/crews		
Traffic Engineers		
Transportation Engineers		
Others: specify below		
1)		
2)		

The below signature indicates the above information is true and correct.

Print Name/Title: _____

Signature: _____

Date: _____

RESPONSE COVER LETTER FORM Page 1 of 2

This Form, when completed, shall be the cover letter to your response.)

TO: Columbus Regional Airport Authority Attn: Office of Contract and Procurement Administration C/o Administrative Office Receptionist 4600 International Gateway Columbus, OH 43219		
Offeror should check the appropriate box: This is: <input type="checkbox"/> The Original This is: <input type="checkbox"/> One of the <u>5</u> Copies		
FROM: (Company Name)		
Street Address		
City	State	Zip
Federal I.D. No.	DBP? Yes _____ No _____	
Contact Person (Name and Title)	Phone No.	Fax No.
E-Mail Address:	Web Site Address:	
SUBJECT SOLICITATION: ENG-2015-002 NAME: DESIGN-BUILD SERVICES FOR AIRFIELD MAINTENANCE FLEET FUELING STATION AT PORT COLUMBUS INTERNATIONAL AIRPORT		

The Offeror hereby transmits the attached response to the subject solicitation. The response provides for the ability to complete the work; including the commitment of necessary resources; identified personnel, facilities and supplies for the entire scope of services.

This response shall be valid for 180 days from the due date/time.

The entire RFSQ is included in this response by reference (and is therefore not attached.)

The following person(s) prepared this response:

Name	Relationship to Company

RESPONSE COVERLETTER FORM

Page 2 of 2

The following person(s) may be contacted to provide answers to questions on this response:

Name	Relationship to Company	Telephone number/e-mail address

The following sub-consultant(s), proposed in this response, shall be performing work on this engagement as follows:

Company Name(s)	Size and Location of Company	Work to be performed and person(s) identified

The Offeror hereby acknowledges that they have read, understand and agree with the proposed contract requirements should they be the selected firm.

This response is hereby signed and transmitted to the CRAA by a person authorized to legally bind the Offeror to the extent of work and any financial obligation included in the response:

Signature: _____ Date: _____
Name and Title: _____



Letter Of Intent To Perform As A DBP Subconsultant/Supplier

INSTRUCTIONS: Complete one (1) form for **EACH** (DBP) committed to performing on this contract. This form is to be signed by **BOTH** the prime consultant and the DBP firm.

Consultant Name: _____
Address: _____
City: State: Zip: _____

Name: _____
Address: _____
City: State: Zip: _____
No. of Employees: _____ Avg. Annual Gross Receipts: _____

DBP Firm Contact

Person:

Name: _____ E-mail: _____ Phone: (____) _____

The Disadvantaged firm is certified as a disadvantaged and/or minority business and holds a valid current certification with the following organization(s): **(Check All That Apply): Attach Copy of Current Certifications.**

Meets the definition of a Small Business as defined by the U.S. Small Business Administration for its industry _____ is **8a** certified with the U.S. Small Business Administration as – **SBA** _____ is **DBE** certified with the Ohio Department of Transportation
_____ is **MBE or EDGE** certified with the Ohio Department of Administrative Services _____ is **MBE FBE** certified with the City of Columbus Equal Business Opportunity Commission Office _____ is **MBE** certified with South Central Ohio Minority Supplier Development Council (SCOMSDC)
_____ is **WBE** certified with the Women’s Business Enterprise Council –WBENC _____

Classification: **Prime Contractor** **Sub Contractor** **Supplier**
 Manufacturer **Joint Venture**

Work item(s) to be performed by DBP	Description of Work	#Hours or Units	Total Value

The consultant is committed to utilizing the above-named DBP firm for the work described above. The estimated participation is as follows:

DBP contract amount: \$ _____ Percent of total contract: _____%

AFFIRMATION:

The above-named DBP firm affirms that it will perform the portion of the contract for the estimated dollar value as stated above.

By: _____
(Signature of DBP Authorized Representative) (Title)

By: _____
(Signature of Prime Contractor/Consultant Authorized Representative) (Title)

DELINQUENT PERSONAL PROPERTY TAX

STATE OF _____)

COUNTY OF _____)

_____, being first duly sworn, deposes and says that
he/she is _____ of, _____,
(Title) (Company)
successful bidder on the attached Contract with the Columbus Regional Airport Authority for

_____,
(Describe or Identify Contract)
and for the purpose of complying with Section 5719.042 of the Ohio Revised Code, states that at the
time the bid for said Contract was submitted, said bidder _____ charged with
(was) (was not)
delinquent personal property taxes on the General Tax list of personal property of a county of the
State of Ohio, and that the amount of due and unpaid delinquent taxes, penalties and interest
thereon is as follows:

<u>Taxes</u>	<u>Penalties & Interest</u>	<u>County</u>
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____
\$ _____	\$ _____	_____

(AFFIANT)

Subscribed and sworn to before me this
_____ day of _____, 20__

SEAL

Notary Public

CONTRACT SIGNATURE AFFIDAVIT

(TO BE FILLED IN AND EXECUTED IF THE PERSON SIGNING THE CONTRACT IS ANYONE OTHER THAN THE PRESIDENT OF THE CORPORATION, PARTNERSHIP OR COMPANY)

COUNTY OF _____)

STATE OF _____)

_____, Being first duly sworn, deposes and says that
(AFFIANT)

he is _____ of _____,
(TITLE) (COMPANY)

a corporation, company or partnership organized and existing under and by virtue of the laws of the State of _____, and having its principal

offices at _____
(STREET AND NUMBER) (CITY)

_____. Affiant further says that he/she
(COUNTY) (STATE)
is familiar with the records, minute books and by-laws of _____
(COMPANY)

Affiant further says that _____ is
(NAME-OTHER THAN AFFIANT)
_____, of the Corporation, Company or Partnership is duly
authorized to sign the CONTRACT for _____, for
said Corporation, Company or Partnership by virtue of _____
(State whether a provision of by-laws or a Resolution of the Board of Directors, Partnership Agreement or Agency.)

(If by Resolution, give date of adoption)

(AFFIANT)

Subscribed and sworn to before me this
_____ day of _____, 20__

SEAL

Notary Public



COLUMBUS
REGIONAL AIRPORT AUTHORITY

Columbus Regional Airport Authority Customer Setup Form

New Customer OR Customer Change

Section 1. To be completed by the Customer or CRAA Employee

Customer Name: _____

Invoice Remit To Address:

Invoice Type _____
 Street Address/PO _____
 City, State, Zip _____
 Phone # _____
 Fax # _____
 Contact Name & Title _____
 Contact E-Mail Address _____

(Check One):

Mail Invoice
 E-Mail Invoice

Invoice Remit To Address:

Invoice Type _____
 Street Address/PO _____
 City, State, Zip _____
 Phone # _____
 Fax # _____
 Contact Name & Title _____
 Contact E-Mail Address _____

(Check One):

Mail Invoice
 E-Mail Invoice

Additional Contacts:

Contact Name & Title _____
 Contact E-Mail Address _____
 Phone # _____

Contact Name & Title _____
 Contact E-Mail Address _____
 Phone # _____

Type of Customer:

Signatory Airline	<input type="checkbox"/>	LCK - Rent	<input type="checkbox"/>
Non-Signatory Airline	<input type="checkbox"/>	TZR	<input type="checkbox"/>
T-Hangar/Tiedowns CMH	<input type="checkbox"/>	FTZ	<input type="checkbox"/>
Concessionaires	<input type="checkbox"/>	LCK	<input type="checkbox"/>
Cargo	<input type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
Charter	<input type="checkbox"/>	Parking	<input type="checkbox"/>
Government	<input type="checkbox"/>		<input type="checkbox"/>

CRAA Employee Name:

(if applicable)

COMMENTS:

For Internal Use Only

Section 2. To be completed by (Accounting)

Date Received _____
 Accounting Signature _____

Customer Number Assigned
 Date _____

Routing Schedule:
 Section 1. Customer or CRAA Employee
 Section 2. Senior Accountant (Accounting)



VENDOR/ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM	
ENROLLMENT <input checked="" type="checkbox"/>	(Type of transmission format-CCD)
CHANGE FORM <input checked="" type="checkbox"/>	* New vendors- this form must be completed
* ALL INFORMATION IS REQUIRED, UNLESS OTHERWISE SPECIFIED; PLEASE PRINT *	
COMPANY NAME: <input style="width: 90%;" type="text"/>	Vendor #: <input style="width: 100%;" type="text"/> (CRAA will provide)
COMPANY ADDRESS: <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>	
VENDOR TAX ID NUMBER: <input style="width: 150px;" type="text"/>	<i>IMPORTANT: Please Attach W-9 (W8-BEN)</i>
PRIMARY CONTACT NAME: <input style="width: 150px;" type="text"/>	TITLE: <input style="width: 150px;" type="text"/>
DIRECT TELEPHONE #: <input style="width: 180px;" type="text"/>	
PRIMARY EMAIL FOR REMITTANCES: <input style="width: 200px;" type="text"/>	
BANK NAME: <input style="width: 180px;" type="text"/>	
BANK ACCOUNT #: <input style="width: 180px;" type="text"/>	BANK PHONE #: <input style="width: 120px;" type="text"/>
BANK ROUTING #: <input style="width: 180px;" type="text"/> (9 digit number) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
NAME ON THE BANKING ACCOUNT: <input style="width: 200px;" type="text"/>	
BANK CONTACT NAME: <input style="width: 180px;" type="text"/>	
I certify that the information provided above is true and correct, and that I, as an authorized representative for the above mentioned company, hereby authorize Columbus Regional Airport Authority to electronically deposit payments to the above designated bank account.	
Authorized Signature _____	Date <input style="width: 100px;" type="text"/>
Title <input style="width: 150px;" type="text"/>	Telephone <input style="width: 100px;" type="text"/>
Please send completed form to ACCOUNTSPAYABLE@COLUMBUSAIRPORTS.COM OR FAX TO 866-611-3758	
<i>For CRAA Use:</i>	
DATE RECEIVED: <input style="width: 100px;" type="text"/>	ENTERED BY: <input style="width: 100px;" type="text"/>
DATE ENTERED: <input style="width: 100px;" type="text"/>	CONFIRMATION: <input style="width: 100px;" type="text"/>